



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Gayvonne Gary Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): R5/OEC

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award

☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award

☐ Time Off Award

Total Amount of Award (\$): \$975.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

This award recognizes Gayvonne Gary's sustained contribution to ensuring that CMS runs as smoothly as possible. Gayvonne has established herself as a trusted troubleshooter when problems arise with this rather difficult and unwieldy system. She is helpful and provides clear directions and sound advice to those seeking information or assistance in navigating the system. Thanks to her efforts, the Region is better able to manage its correspondence.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.



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Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): _____

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$875.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

This award recognizes Gayvonne Gary's contribution to ensuring that CMS runs as smoothly as possible and to identifying and reporting any interruptions or other issues as quickly as possible to users. Gayvonne has established herself as a trusted troubleshooter when problems arise with this rather difficult and unwieldy system. She is helpful and provides clear directions and sound advice to those seeking information or assistance in navigating the system. Thanks to her efforts, the Region is better able to manage its correspondence.

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Position Title (optional): _____ PP-Series-Grade (optional): _____

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☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

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